



SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN COMMUNITY RESOURCE LISTS (CRL) POLICY

I. Purpose

- A. The Superior Court of California, County of Kern (court), utilizes Community Resource Lists (CRL) to provide court users with contact information on self-identified providers of programs, classes and services (hereinafter referred to as “programs”). This policy establishes guidelines for the establishment, maintenance, and distribution of court-generated lists, as well as inclusion on and removal from the lists.
- B. The court generates lists of programs that identify themselves as providers in a specific topic area. The programs are not affiliated with, under contract to, or operated by the court. The court does not endorse, evaluate, supervise, or monitor the programs.
- C. This policy does not apply to government agencies; programs to which the Juvenile Court refers individuals; or programs affiliated with, under contract to, or operated by the court or the Judicial Council.
- D. The policy does not apply to lists of programs created by agencies, persons, or entities other than the court where there is legal authority for them to certify, monitor, and/or create lists of approved providers. However, as a service, the court may make such lists of providers created by other agencies, persons, or entities available to the public. Examples include but are not limited to: Traffic school programs that are monitored by the DMV, 52-week domestic violence programs (DVRP), Family Law Facilitator and Self Help Center referral lists.

II. Policy

The CRL will be distributed and/or made available to all judicial officers, courtrooms, and business offices. When a judicial officer orders a party to attend a particular type of program, the judicial officer will have the sole discretion to decide whether to allow the party to choose a program from an applicable list, assign the party to a specific program on that list, or have the party attend a program not on the list.

A. Inclusion on the CRL:

1. To request that a program be included on the CRL, providers must:
 - a. Complete and sign a Community Resource List (CRL) Provider Affidavit (KC-CRL.25 Form), identifying the list on which the provider wants the program to be included (see subsection II. C. below for available lists), and affirming that they possess required insurance, business licenses, professional qualifications and certifications, and that their program and organization comply with all legal requirements to which they are subject.
 - b. Submit a one-page summary of the program’s content. This information will be used to assist the court in verifying whether the program is appropriate for inclusion on the requested list. NOTE: The lists are organized by subject matter, and each program on a list must be “stand-alone” program addressing only that particular subject. For example, if a

Parenting Skills program, that program cannot be placed on the Anger Management list because that program is not a “stand-alone” program addressing the subject of anger management.

2. Program providers must submit a separate affidavit and one-page summary for each list on which they request their program be included. The requested list must be one specifically stated in Subsection C below, “Community Resource Lists.”
3. All information above should be submitted to:
Family Court Services
1215 Truxtun Avenue, Room 301
Bakersfield, California 93301
Inquiries may be submitted via email to:
FCS@kern.courts.ca.gov
4. Requests for programs to be included on a list may be considered, and programs added to a list, on a quarterly basis.
5. Incomplete requests will not be processed.
6. The decision as to whether or not a program is included on the CRL is subject to the sole discretion of the Supervising Judge of Family Court, or their designee. The decision regarding a program’s inclusion is final. No explanation or formal evaluation is required. Inclusion on the list does not create any contract or employment rights, express or implied, or any rights in the nature of a contract.
7. Providers must notify the court immediately if they no longer provide the service or if any of their contract or program information changes.

B. Active Status and Removal

1. To remain on the CRL, providers must confirm their program information upon request each year by submitting a Community Resource List Provider Affidavit for Confirmation of Information (KC-CRL.25B-Form). They must indicate by checking the appropriate boxes, whether or not their contact information and/or content in their program has changed since the last form submitted to the court. If the contact information has changed, the updated information must be provided on the Affidavit for Confirmation of Information.
2. Requests for confirmation of information will be sent by court annually via email to program providers who have provided an email. If no email address has been provided, requests will be sent via U.S. email. Program providers who cannot be reached by the court for confirmation of information, or who fail to respond within the designated time frame, will be removed from the CRL. Programs must follow the initial request process to be included on the CRL again after being removed.
3. These lists are maintained for the convenience and effective administration of the court. Any complaints made to the court about programs or organizations will be forwarded to the Supervising Judge of Family Court, or his/her designee, for review. Removal may be made without cause, notice, or explanation. If practical, written notification of removal will be provided.

C. Program Topic Areas

The list compiled and maintained by the court include the provider's name, legal name of organization, address, phone number, fax number, website address, and contact name if applicable. New program topic areas may be added or existing topics deleted at any time at the court's discretion.